APPLICATION FOR RECORDS RETENTION SCHEDULE

INSTRUCTIONS: See Publication No. 76—RM—1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE	1. Agency Address	FOR RECORDS MANAGEMENT USE
Application Date	Department of Education Office of Administrative Services Grants Management Section State Office Building Atlanta, Georgia 30334	Application Number **78- 57**
Application Number		Date Received: MAR 1 0 1978 Date Completed: MAR 2 3 1978

2. Person to Contact
John Milkowski

Working Title
Supervisor of Supplies and Property

Telephone Number
656-2747

3. Action Requested

a. ☒ Establish Retention Schedule; record will continue to accumulate.

b. ☐ Dispose of present accumulation; no further accumulation anticipated.

c. ☐ Amend Application No. _____ Check One: ☐ Change; ☐ Supercede; ☐ Void

4. Dates of Series

Earliest: 1973   Latest: to date

5. Records Series Title *(followed by title used in office; if different)* Accounting

Vocational Education Facilities Construction Files

6. Division and Office Function   What is the function of the Division and the Office in which this record series is created?

The Grants Management Section coordinates the administration of educational grants, both federal and state, between the department and local units of education; develops contracts; provides forms management services; administers the records management program; provides systems and procedures services; and coordinates delivery of Electronic Data Processing services with the Department of Administrative Services.

7. Record Series Description   This file contains the following documents *(include form numbers and titles, if any)*: Attach samples of the file.

Documents relating to: maintaining records on the payment of funds for the construction of Vocational Education facilities, which includes comprehensive high schools, post-secondary vocational-technical schools, and other types of facilities.

Included are: (1) DE Form 0170 (Vocational Requisition); (2) Invoices and account statements; (3) AIA Document G702 (Application and Certificate for Payment); (4) Copies of checks; (5) Wage determination information; (6) Transmittal letter of funds; (7) Agreement between local board of education and State Board of Education for construction of facility; (8) Related correspondence.

File is arranged: alphabetically by name of school system.

8. Monthly Reference Rate   How often are records referred to which are:

One to six months old __20__; Seven to twelve months old __20__; Thirteen to twenty-four months old __10__; twenty-five months and older __0__?

9. Annual Rate of Accumulation of Records

Letter-size drawers __1__; Legal-size drawers _____; Shelves _____; Other *(specify)* _____

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YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
X		e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
X		h. Is there a duplication of this series in your office, or in another office or agency? If yes, where? In local school system.
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

11. Retention Requirements   The following requires the series to be kept:

a. State Law	0	years.	d. Audit period	0	years.
b. Statute of limitation	0	years.	e. Administrative need	0	years.
c. Federal law	5	years.	f. Federal retention instructions	0	years.

Attach copy or excert of laws or regulations. Explain administrative need.

Education records covered by P.L. 93-380 must be maintained five years past termination of project.

12. Approved Disposition Instructions   This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☐ Fiscal Year; ☒ Other _upon completion of pro-_ then,
Cut off inactive file at end of each fiscal year;   ject; then place in inactive file

☒ Hold in the current files area _____ month(s) ___1___ year(s); then
☐ Transfer to local holding area; hold _____ year(s); then
☒ Transfer to State Records Center; hold ___4___ year(s); then
☒ Destroy.
☐ Transfer to State Archives for permanent retention.
☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
	3/8/78	Glen A Spurlock WB	2/23/78
		State Records Committee (Signature)	Date
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)	State Auditor/Designee		3-22-78
	Secretary of State/Designee	Cancel Hert	3-16-78
	Attorney General/Designee		3.22.78

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